

Mississippi State Personnel Board

**Fiscal Year 2000
Annual Report**

July 1, 1999 - June 30, 2000

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Overview

Statewide Personnel System

Overview

Mississippi's statewide personnel system includes the members of the State Personnel Board, the State Personnel Director, administrative staff and employees who comprise the operating arm of the Board, and the members of the Mississippi Personnel Advisory Council.

The Mississippi State Personnel Board was established by the Mississippi Legislature in 1980. The State Personnel Board operates under the direction of a five-member board appointed by the Governor with the advice and consent of the Senate. Its mission is to provide the State of Mississippi with a skilled work force and a system of personnel administration that enables state agencies to provide mandated public services.

The State Personnel Board administers the state personnel system in accordance with the following principles as set in the statute:

1. Recruiting, selecting, and advancing employees based on objective criteria.
2. Providing equitable and adequate compensation.
3. Training employees to ensure high quality performance.
4. Retaining employees on the basis of performance.
5. Ensuring fair treatment of applicants and employees without regard to political affiliation, race, national origin, sex, religion, creed, age, or disability.
6. Ensuring that employees are free from coercion for partisan or political reasons.

Overview

State Personnel Board Members

The Mississippi State Personnel Board provides policy guidance and administrative oversight to the State Personnel Director and his staff. The Board is composed of five members, appointed by the Governor with the advice and consent of the Senate, who serve five-year terms. In addition, there are four legislative advisors to the Board, two each appointed by the Lieutenant Governor and the Speaker of the House of Representatives.

<u>NAME</u>	<u>REPRESENTS</u>	<u>TERM EXPIRES</u>
Johnny Johnson Columbus, MS Chairman	State-at-Large	June 30, 2000
Tom Hall Oxford, MS Vice-Chairman	State-at-Large	June 30, 2002
Jim Schwartz Olive Branch, MS	3rd Supreme Court District	June 30, 2001
Kemper Ehrhardt Vicksburg, MS	1st Supreme Court District	June 30, 2003
Mary S. Pyle Gulfport, MS	2 nd Supreme Court District	June 30, 2004

Legislative Advisors

Honorable John Read
Representative, District 112
Gautier, MS

Honorable John Reeves
Representative, District 71
Jackson, MS

Honorable Delma Furniss
Senator, District 11
Rena Lara, MS

Honorable William W. "Bill" Cannon
Senator, District 17
Columbus, MS

Personnel Advisory Council

The Mississippi Personnel Advisory Council advises the State Personnel Board in the development of policies, programs, rules and regulations which will improve public employment in the state. The council also assists in the promotion of public understanding of the purposes, policies, and practices of the state personnel system. The Council consists of personnel directors from five major state agencies. Members are appointed by, and serve terms concurrent with, that of the Governor.

Don Keshel, Chairman
Department of Human Services

Kathy Rudd, Vice Chairman
Tax Commission

Douglas Stewart
Department of Public Safety

Ann Thames
Department of Mental Health

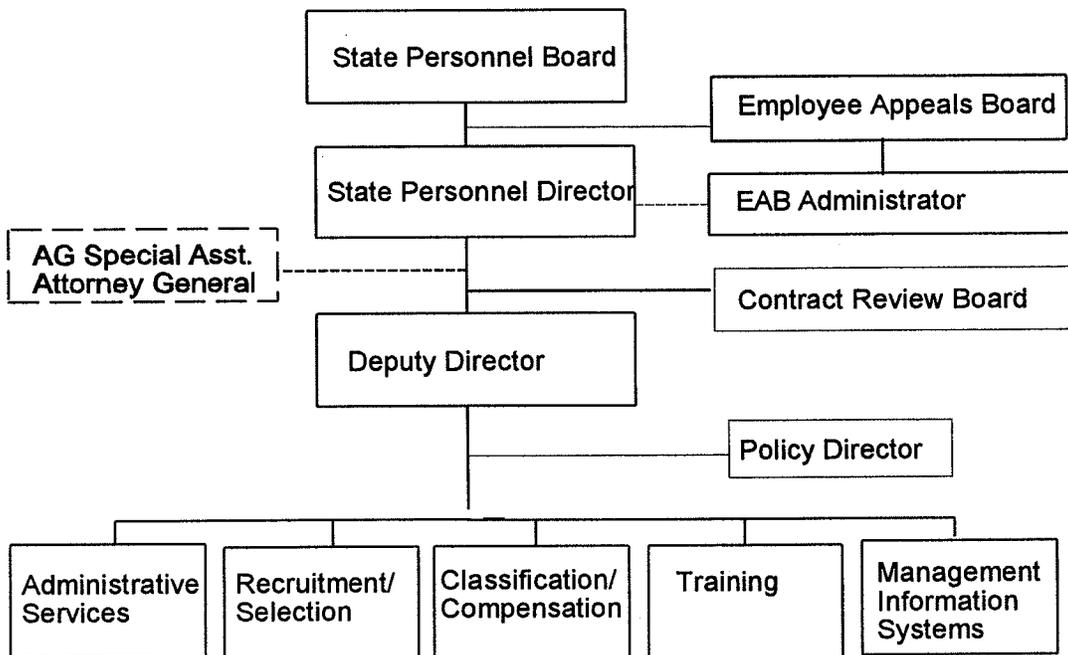
Cheryl Lunsford
Department of Corrections

State Personnel Board Organizational Structure

The functional areas that are designed to implement the mission of the State Personnel Board include:

- Recruitment and Selection
- Classification and Compensation
- Training
- Management Information Systems
- Policy
- General Counsel
- Administrative Services
- Contract Review Board

In addition, an independent administrative court, the Employee Appeals Board, serves under the Board to provide an impartial forum for employee hearings.



Summary of Agency Services

OFFICE OF RECRUITMENT AND SELECTION

- Implementation of Recruitment Programs
- Applicant Counseling
- Evaluation of Applicant Against Minimum Requirements of Job:
 - Education/Experience Evaluation
 - Assembled Examination
- Certification of Eligibles Process
- Authorization of Appointment of Certified Eligibles

OFFICE OF CLASSIFICATION AND COMPENSATION

- Salary Certification for New Hire and In service Movement
- Transaction Processing for all Position and Personnel Data Changes
- Pre/Post-Audit Functions, Initial Hire
- Data Evaluations (Demographic/Fund/Status/Organizational Placement)
- Variable Compensation Plan
 - Salary Survey Process
 - Pay Range Determination
 - Establishment of Special Compensation Plans
 - Additional Compensation
- Policy Development and Administration
- Fiscal Year Budget Recommendations for:
 - Realignments
 - Experience Benchmark Awards
 - Additional Compensation
 - New Positions
 - Reallocations
 - Educational Benchmark Awards
 - Deletion of Positions
- Agency/Position Establishment and Abolishment (in accordance with legislative intent)
- Position Control
- Projection Control Files for Agencies/Position Data Projection Control Files for Program
 - Designations and Program Assignments to Positions
- Job Analysis and Position Classification
- Development and Maintenance of Class Specifications
- Organizational Staffing Patterns and Charts

Overview

OFFICE OF TRAINING

- Management of Training Functions
- Certified Public Manager Program
- General Training Schedule
- On-Site Training
- Personnelist Training

ADMINISTRATIVE SUPPORT OFFICE (In-house Operation)

- Business Office Administration
 - Budget Preparation and Expenditure Control
 - Purchasing
 - Accounting
 - Payroll
- Telecommunication Systems Administration
- Administration of Printing and Duplication Operations
- Agency Personnel Administration
- Property Control
- Mail Distribution
- Office Supplies Distribution

OFFICE OF POLICY

- Development/Revision of SPB Policies and Procedures
- Administration/Interpretation of Policies
 - Employee Counseling
 - Agency and General Public Consultation
- Distribution of Policies and Procedures
- Maintenance of State Employees' Handbook
- Special Projects

MANAGEMENT INFORMATION SYSTEMS

- Data Entry/Transaction Processing
- Computer Operations
- Data Storage, Retrieval and Reporting
- Support of Existing Application Systems Including:
 - Program Budgeting

Overview

Projections
Applicants/Certificates of Eligibles
Position/Employee
Occupation
EEO4
Development of New Application Systems
Online Systems/Telecommunication Systems Administration
Office Automation Support

OFFICE OF THE GENERAL COUNSEL

Legal Advisor to State Personnel Director on EEO Charges, Legislative Process, Personnel Questions and Pending Litigation
Compliance with the Fair Labor Standards Act, Civil Rights Acts, and other federal and state employment laws
Coordination of Board Policy Development and Review, Ensuring Compliance with the Administrative Procedures Act, the Open Records Act and all Laws and Regulations Governing Policy Development and the Statewide Personnel System
Legal Services Contracts Review

EMPLOYEE APPEALS BOARD

Conduct Hearings and Render Decisions on Matters Affecting the Employment Status of State Employees

PERSONAL SERVICE CONTRACT REVIEW BOARD

Promulgate rules and regulations governing the solicitation and selection of contractual services personnel which are consistent with sound business practices.
Review contracts in excess of \$100,000.00 to ensure that the terms of the agreement are consistent with the rules and regulations promulgated by the board and to limit risk of loss to the state.

Overview

Employees Paid with State Funds
(Full-Time and Part-Time)

32,000	State Service (Purview of State Personnel Board)
1,000	Governor's Office and Legislative Branch
20,000	Institutions of Higher Learning
6,000	Community and Junior Colleges
<u>29,000</u>	State Teachers and Assistant Teachers
88,000	TOTAL

Overview

Overview of State Government Workforce (State Service)

The purpose of this overview is to provide a summary of personnel management and employee compensation in agencies under the purview of the State Personnel Board at the close of Fiscal Year 1999, and to provide statistical information from other southeastern states. These figures exclude Mississippi Industries for the Blind, the Gulfport Port Authority, the Institutions of Higher Learning, the community college system, and the Minimum Foundation program teachers, as these entities are not under the State Personnel Board's purview.

Full-Time Employee Profile as of June 30, 2000

	June 30, 2000	June 30, 1999	June 30, 1998
Total Employees	31,551	30,648	30,059
Total Female Employees	18,591	17,810	17,300
Percentage of Female Employees	58.9%	58.1%	57.6%
Total Male Employees	12,960	12,838	12,759
Percentage of Male Employees	41.1%	41.9%	42.4%
Percentage of White Employees	55.9%	57.0%	57.6%
Percentage of Minority Employees	44.1%	43%	42.4%
Average Service Time	9 yrs. 1 mo.	9yrs. 0 mo.	8 yrs. 11 mo.
Average Number of Years of Education	14.0 yrs.	14.0 yrs	13.7 yrs
Average Age of Employees	42 yrs. 0 mo.	41yrs. 9 mo.	41 yrs. 5 mo.
Average Salary of Employees	\$27,748	\$26,155	\$25,092
Number of Employees Earning Less than Avg. Salary	19,426	19,022	18,413
Percentage of Employees Earning Less than Avg. Salary	61.6%	62.0%	61.3%

Overview

Average Full-Time Base Salary Compared with 14 Southeastern States

	As of 7/00	As of 7/99
High Salary	(Kentucky) \$32,889	(North Carolina) .. \$31,768
Median Salary	(South Carolina) \$29,963	(South Carolina) . \$28,658
Low Salary	(West Virginia) \$26,402	(West Virginia) \$25,366
Surrounding Four-State Average Salary	\$29,941	\$28,668
Mississippi Average Salary	\$27,748	\$27,703

NOTE: Current Average Salary for Mississippi Full-Time and Part-Time is \$27,330.

Overview

CURRENT AVERAGE ANNUAL FULL-TIME SALARY COMPARISON

For State Employees in the Southeastern Region
July 2000

	FY00	FY01
Kentucky	\$30,051	\$32,889
North Carolina	\$31,768	\$32,532
Florida	\$28,503	\$32,204
Alabama	\$31,085	\$31,972
Virginia	\$31,355	\$31,000
Georgia	\$28,231	\$30,653
Tennessee	\$28,732	\$30,581
South Carolina	\$28,658	\$29,963
Arkansas	\$29,042	\$29,693
Oklahoma	\$29,158	\$29,435
Mississippi	\$27,703	\$27,748
Louisiana	\$25,813	\$27,519
Missouri	\$26,388	\$27,444
West Virginia	\$25,366	\$26,402
TOTAL AVERAGE	\$28,704*	\$30,002

*Alabama, Arkansas, Louisiana, and Tennessee average equals \$29,941.

Overview

MS STATE PERSONNEL BOARD

Salary Distribution Table
All Employees as of June 30, 2000

Salary Range	Employee Count	Percent of Total Employees	Total Salary in the Range	Percent of Total Salaries
\$70,000 and Over	340	1.04%	30,547,651.96	3.44%
\$60,000 - 69,999.99	357	1.10%	22,916,828.98	2.58%
\$50,000 - 59,999.99	901	2.77%	48,901,879.44	5.50%
\$40,000 - 49,999.99	2,064	6.34%	91,012,618.59	10.23%
\$30,000 - 39,999.99	6,388	19.63%	219,506,208.74	24.68%
\$20,000 - 29,999.99	13,449	41.33%	331,097,974.71	37.23%
\$14,000 - 19,999.99	7,472	22.96%	128,147,959.85	14.41%
\$13,000 - 13,999.99	717	2.20%	9,710,757.43	1.09%
\$12,000 - 12,999.99	206	0.63%	2,587,854.69	0.29%
\$11,000 - 11,999.99	139	0.43%	1,606,951.18	0.18%
\$10,000 - 10,999.99	98	0.30%	1,050,920.73	0.12%
\$ 9,000 - 9,999.99	29	0.09%	281,792.10	0.03%
Below \$ 8,999.99	378	1.16%	1,903,720.96	0.21%
FULL AND PART TIME TOTALS	32,538	100%	\$889,273,119.36	100%

Overview

Salary Distribution Table

Full-Time Employees Only
From SPB Database as of June 30, 2000

Salary Range	Employee Count	Percent of Total Employees	Total Salary in the Range	Percent of Total Salaries
\$70,000 and over	336	1.06%	30,211,120.18	3.45%
\$60,000 to 69,999.99	352	1.12%	22,608,117.46	2.58%
\$50,000 to 59,999.99	899	2.85%	48,785,688.26	5.57%
\$40,000 to 49,999.99	2,059	6.53%	90,792,086.50	10.37%
\$30,000 to 39,999.99	6,353	20.14%	218,320,681.67	24.94%
\$20,000 to 29,999.99	13,262	42.03%	326,636,961.54	37.31%
\$14,000 to 19,999.99	7,295	23.12%	125,156,432.05	14.30%
\$13,000 to 13,999.99	683	2.16%	9,254,987.36	1.06%
\$12,000 to 12,999.99	164	0.52%	2,060,038.03	0.24%
\$11,000 to 11,999.99	72	0.23%	840,575.47	0.10%
\$10,000 to 10,999.99	73	0.23%	789,210.76	0.09%
\$9,000 to 9,999.99	0	0.00%	0.00	0.00%
*Below \$8,999.99	3	0.01%	13,750.00	0.00%
FULL-TIME EMPLOYEE TOTALS	31,551	100.00%	\$875,469,649.28	100.00%

* These employees are advisory appointees. They were placed in full time pins.

Overview

Average Monthly Strengths and Salaries for State Employees

<u>Month</u>	<u>Strength</u>	<u>Avg Salary</u>
01/97	30,505	\$23,814
02/97	30,528	\$23,845
03/97	30,560	\$23,844
04/97	30,516	\$23,805
05/97	30,579	\$23,729
06/97	30,660	\$23,670
07/97	30,399	\$24,490
08/97	30,505	\$24,556
09/97	30,471	\$24,667
10/97	30,598	\$30,675
11/97	30,520	\$24,708
12/97	30,548	\$24,738
01/98	30,642	\$24,825
02/98	30,606	\$24,883
03/98	30,654	\$24,867
04/98	30,779	\$24,830
05/98	30,954	\$24,775
06/98	31,063	\$24,710
07/98	30,899	\$25,627
08/98	30,901	\$25,673
09/98	30,855	\$25,780
10/98	30,992	\$25,845
11/98	31,001	\$25,862
12/98	31,045	\$25,888
01/99	31,147	\$25,920
02/99	31,174	\$25,952
03/99	31,227	\$25,930
04/99	31,298	\$25,890
05/99	31,566	\$25,806
06/99	31,578	\$25,776
07/99	31,638	\$27,306
08/99	31,472	\$27,381
09/99	31,556	\$27,461
10/99	31,699	\$27,450
11/99	31,655	\$27,558
12/99	31,706	\$27,591
01/00	31,837	\$27,533
02/00	31,869	\$27,520
03/00	31,960	\$27,514
04/00	32,147	\$27,468
05/00	32,167	\$27,360
06/00	32,538	\$27,330

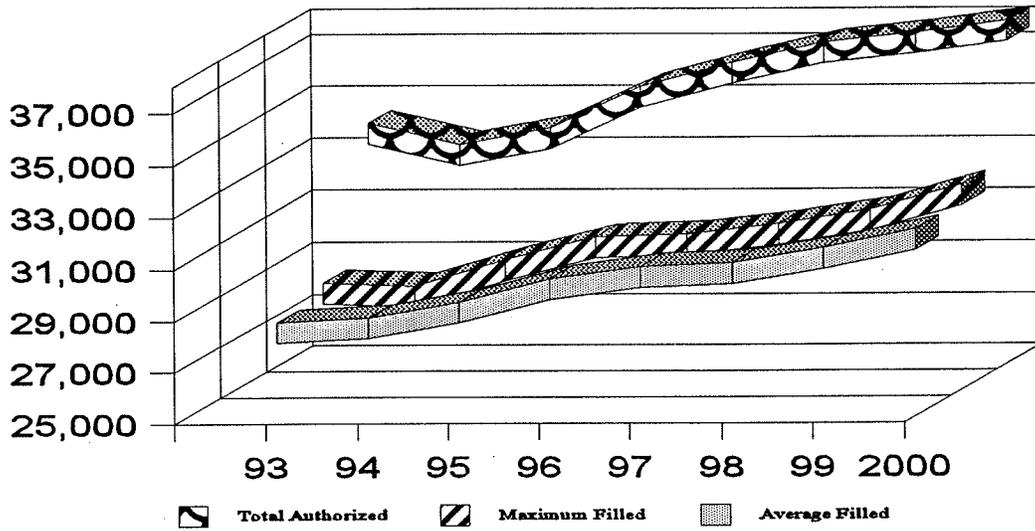
Cost for a 1% Increase Based on FY 2001 Projection

Total Projected Personal Services Cost, Current Level*	\$1,316,192,785
Less Vacant Positions	(\$174,307,991)
Less Salaries Set by Statute	(\$11,687,013)
Minus Projectable Additional Compensation	<u>(\$8,755,121)</u>
Adjusted Total Projection	\$1,121,442,660
Total Cost of 1% Increase	\$11,214,426
Cost of 1% General Fund Increase (50.57%)	\$5,756,364
Cost of 1% Federal Fund Increase (19.64%)	\$2,148,684
Cost of 1% Other Fund Increase (29.79%)	\$3,309,377

*Total based on cost continuation for FY-2001 as of 07-03-2000. Rpt run on -07-12-2000.

Position/Employee Growth

Fiscal Years 1993-2000



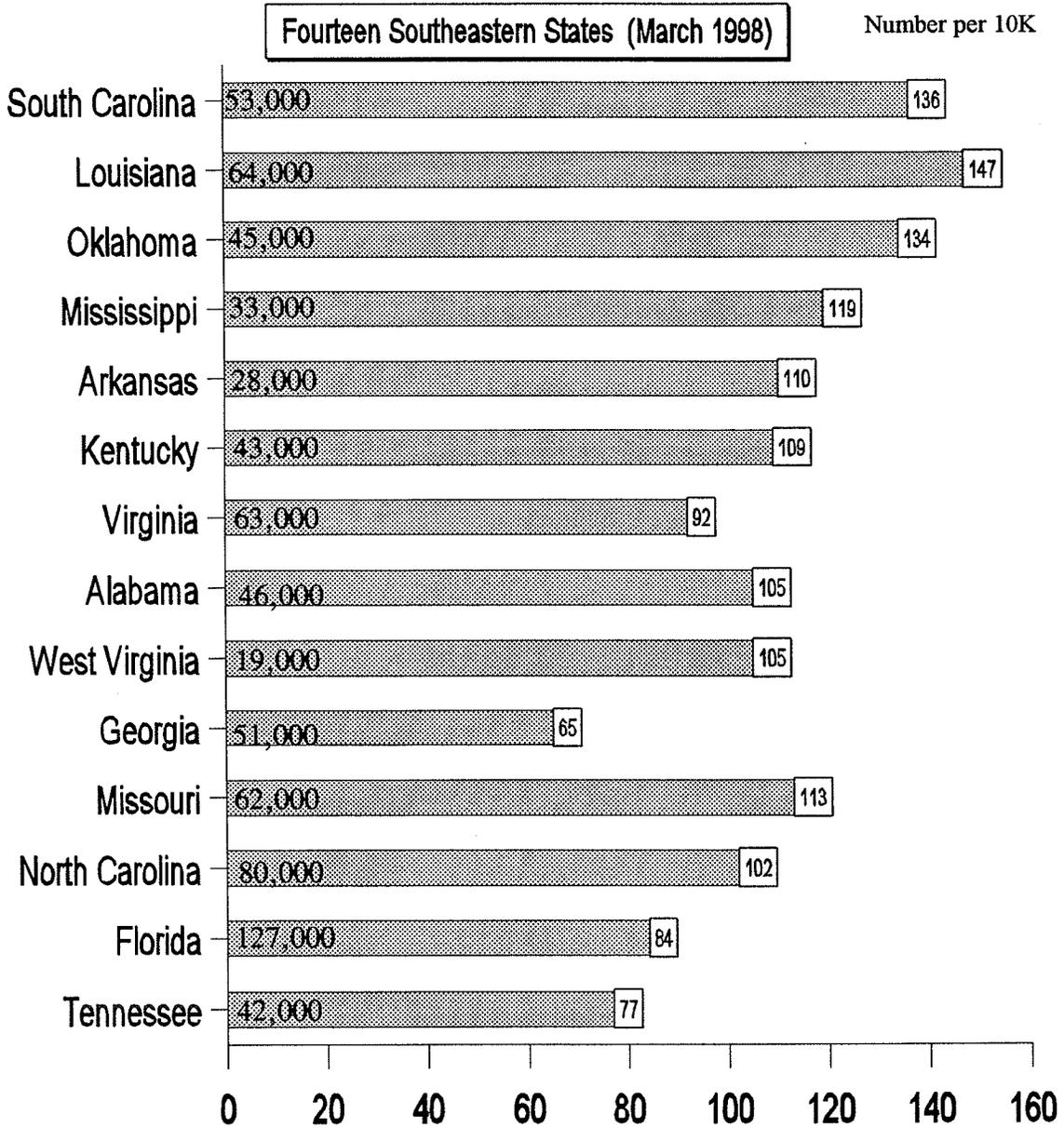
	Authorized	Maximum	Average
93	33,923	28,818	28,308
94	33,095	28,702	28,483
95	33,736	29,686	29,076
96	35,324	30,559	29,979
97	36,237	30,663	30,454
98	37,015	31,063	30,585
99	37,378	31,578	31,139
2000	37,848	32,538	31,854

Overview

FY 93/ FY 99/ FY 2000 Strength Comparison				
	June 93	June 99	June 2000	June 93 to June 2000 Difference
Mental Health	6,229	7,780	8,237	2,008
Human Services	3,531	3,626	3,780	249
Department of Transportation	3,504	3,326	3,306	(198)
Department of Corrections	2,772	3,527	3,654	882
Department of Health	2,791	2,420	2,387	(404)
Department of Public Safety	841	994	1,031	190
Wildlife & Fisheries & Marine Resource	1,006	1,116	1,158	152
Employment Security	981	749	742	(239)
Rehabilitation Services	855	817	804	(51)
State Tax Commission	840	768	779	(61)
Forestry Commission	720	687	697	(23)
Department of Education	602	789	801	199
Military Department	<u>560</u>	<u>635</u>	<u>657</u>	<u>97</u>
Subtotal	25,232	27,234	28,033	2,801
Department of Environmental Quality	384	454	460	76
Division of Medicaid	242	400	482	240
Supreme Court	67	133	127	60
Gaming Commission	0	147	146	146
All Others*	<u>2894</u>	<u>3,210</u>	<u>3,290</u>	<u>396</u>
Subtotal	3,587	4,344	4,505	918
TOTAL	28,819	31,578	32,538	3,719

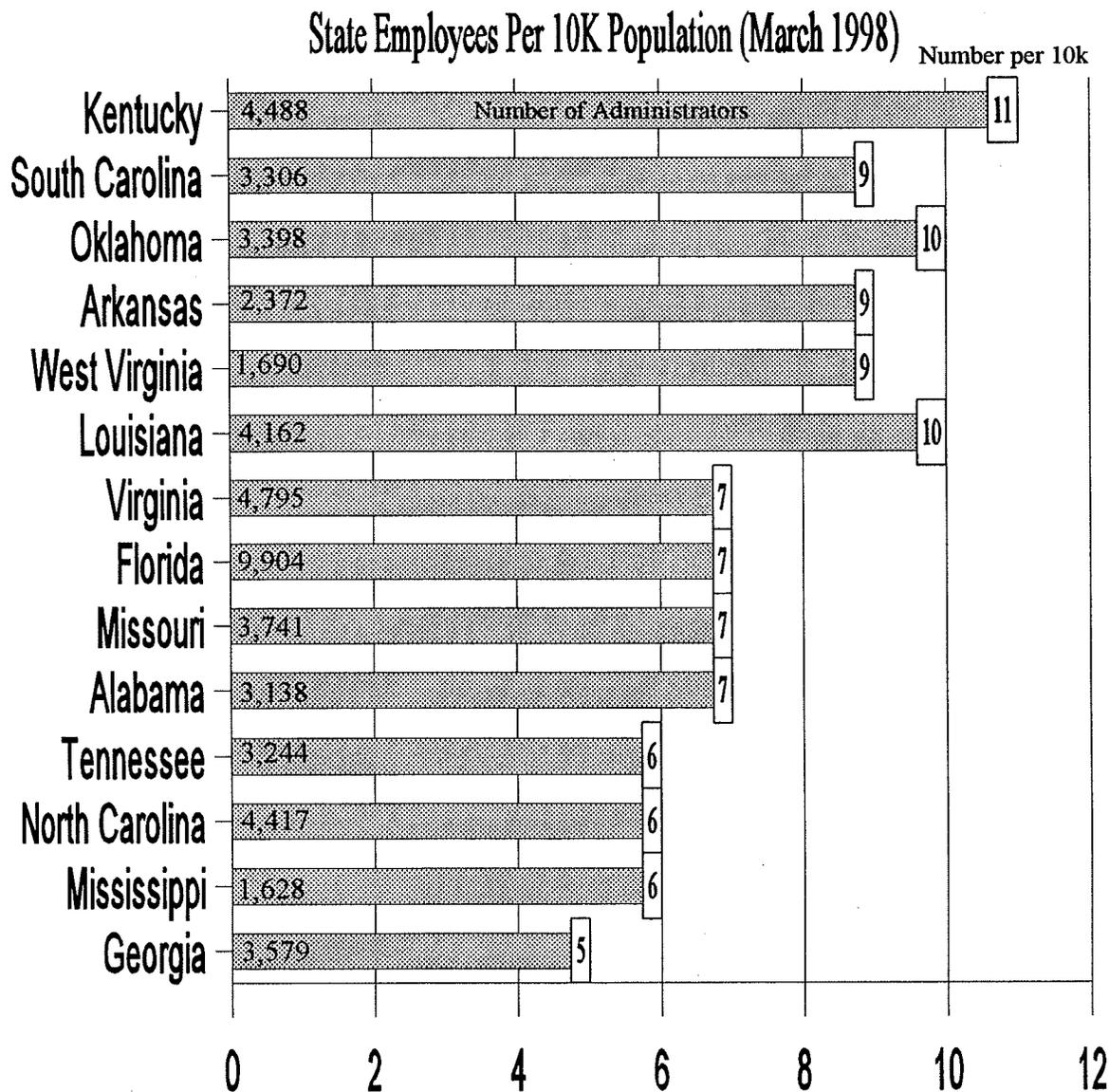
*54 agencies ranging in size from 1 to 397 employees. Total employees including escalated positions.

State Employees Per 10k Population



Source: The Book of the States 2000-2001, Page 368 - 464.

Financial and Other Governmental Administration



Source: The Book of the States Vol. 33 2000-2001 Page 368 & 464.

Fiscal Year 2000 Summaries Recruitment and Selection

Responsibilities of the Office of Recruitment and Selection for Fiscal Year 2000 included the recruiting, screening, evaluating, testing, and certifying of applicants for consideration by state agencies to fill vacancies in state government.

A program of equal opportunity recruitment and referral is conducted through a cooperative agreement with the Mississippi State Employment Security Commission (MESC). The Mississippi Employment Security Commission has been designated as the primary referral source for job applicants. Job information and counseling is available to applicants at local MESC offices throughout the state. During Fiscal Year 2000, the Office of Recruitment and Selection began announcing job vacancies through the Internet.

Activities of the State Personnel Board's Recruitment and Counseling Center included attendance at career days and provision of information to placement offices of colleges and universities. Job information and counseling sessions were also offered at the Recruitment and Counseling Center at the State Personnel Board Offices.

Forty-four thousand, two hundred four (44,204) applications were received during Fiscal Year 2000 from individuals seeking state government employment and from agencies for non-competitive promotions, new hires into positions exempted from the selection and certification processes, and new hires or promotions into non-state service positions.

Each valid application received by the Office of Recruitment and Selection was screened and evaluated by professional evaluators for eligibility and compliance with all job requirements. If the application was for a job which required a written or proficiency test, the applicant's score was derived from his/her performance on that test. If the application was for a job for which there was no written or proficiency test, the applicant's score was derived from a computerized scoring system which takes into consideration the relatedness and quantity of the applicant's education and experience.

Written examinations were administered on Saturdays at eight (8) locations throughout the state to minimize possible hardships encountered by applicants residing outside the Jackson metropolitan area. Examination centers in Fiscal Year 2000 were located in Columbus, Gulfport, Hattiesburg, Itta Bena, Jackson, Meridian, Oxford, and Parchman. Examinations were administered by individuals sponsored by the facility providing the examination site and trained by the State Personnel Board's professional testing staff. Additionally, testing was administered at the State Personnel Board on a walk-in basis on certain week days. This afforded applicants, who preferred not to wait for the regularly scheduled Saturday session in their own geographic location, an opportunity to apply, and be tested on the same day. Applicants were scheduled for walk-in testing on a first-come, first-served, space-available basis.

Recruitment/Selection

Typing tests were offered at Jackson, Scooba, Moorehead, Perkinston, Senatobia, Summit, and Tupelo. Typing tests were not available on a walk-in basis. Eleven thousand six hundred eighty-eight (11,688) examinations were scheduled during Fiscal Year 2000.

Once the examination process had been successfully completed, the names and numerical ratings of qualified job applicants were added to the appropriate lists of eligibles. Four (4) types of lists were maintained:

1. Reduction in Force (RIF)/Re-employment
Employees in state service positions, laid off while in good standing, who submit a current Experience and Training Record within 12 months of termination date may be placed on this certificate.
2. Promotional/Transfer/Alternate Re-employment
Permanent state service status and/or probationary state service, part-time, time-limited and/or other State Personnel Board purview non-state service employees who have completed six (6) months continuous employment, may be placed on competitive promotional and transfer certificates. Former state service status and/or probationary state service, part-time, time-limited and/or other State Personnel Board purview non-state service employees who have completed at least six (6) months of the probationary period and voluntarily terminated in good standing, may, within 12 months of termination date, be placed on the alternate reemployment certificate.
3. Open Competitive
Individuals who have applied for a position during an announced recruitment period and who meet the selection criteria for specific job classifications on recruitment and who do not meet the criteria for other types of certificates may be placed on this certificate.
4. Agency Only
Persons presently employed in a state service, part-time, time-limited or other State Personnel Board purview non-state service position by that agency and who have completed at least six (6) months of their probationary period and meet the selection criteria for the specific job classification, may be placed on this certificate.

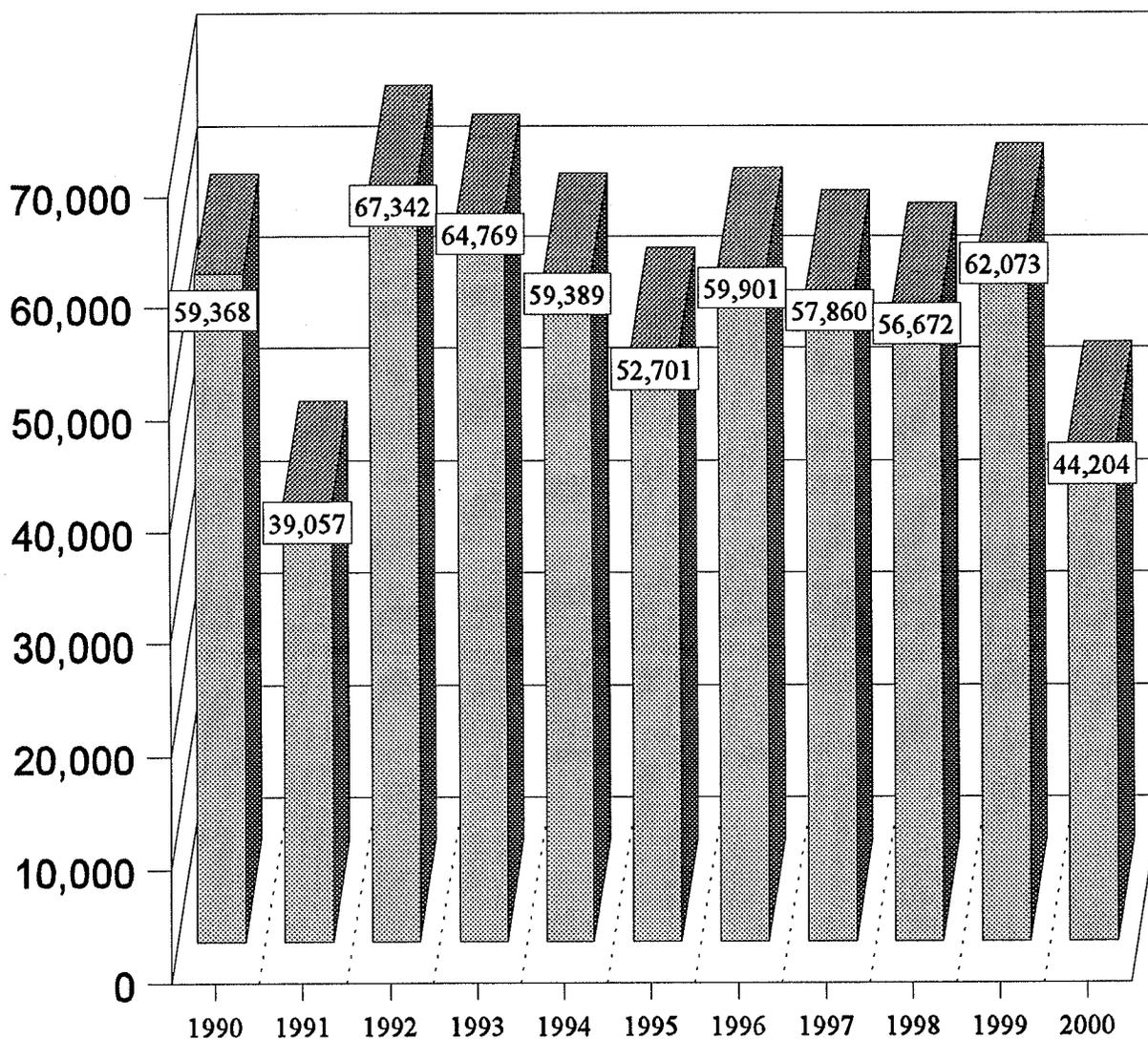
When an agency had a vacancy to fill, any one of the four (4) types of Certificates of Eligibles could be requested. If the agency requested a Type 1 Certificate of Eligibles, all applicants who left state service due to a reduction-in-force (RIF) and who applied within twelve (12) months of their termination were printed on the list. If a Type 2 Certificate of Eligibles was requested, all Type 1 applicants and the authorized number of applicants meeting the criteria for placement on the Type 2 list were certified to the Certificate of Eligibles. If a Type 3 Certificate of Eligibles was requested, the authorized number of Type 2 applicants, along with the authorized number of applicants not meeting

Recruitment/Selection

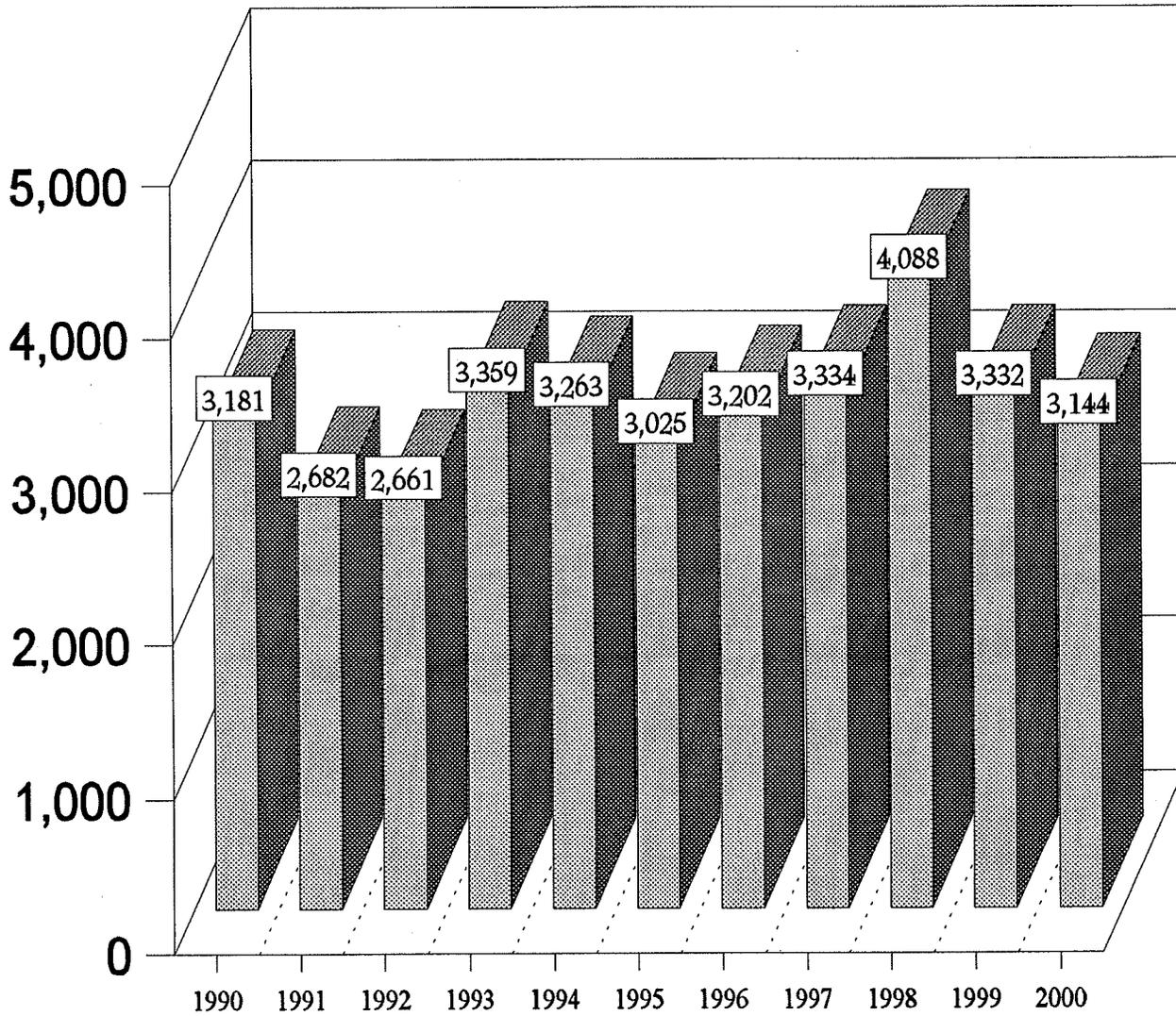
the criteria for Type 1 or 2, were certified to the Certificate of Eligibles. In addition, a Type 4 Certificate of Eligibles was available which provided the name of the top twenty (20) highest scoring applicants who were already employees of the requesting agency.

During Fiscal Year 2000, state agencies submitted 3,144 requests for Certificates of Eligibles which resulted in the appointment of 3,460 applicants.

Applications Processed



Certificates Processed



Recruitment/Selection

Recruitment and Selection, Fiscal Year 2000 Summary

Counseling Sessions Conducted	96
Resumes Evaluated/Letters Written	363
Recruitment Requests Processed/Job Announcements Removed	2,261
Applications Received	*44,204
Applicants Added to Lists of Eligibles	15,426
New Requests for Certificates of Eligibles	3,144
Certificate Updates (New and Supplementals)	22,034
Number of Names Certified on Certificates	59,689
Number of Appointments from Certificates	3,460
Applications Evaluated	35,089
Tests Administered	11,688

Recruitment and Selection Activities

	<u>FY 00</u>	<u>FY 99</u>	<u>FY 98</u>
Applications Received	44,204	62,073	56,672
Assembled Tests Scheduled	11,688	14,493	12,945
Applicants Referred on Certificate	59,689	63,879	67,781
Valid Applicants Evaluated	35,089	53,110	40,311

* Includes profiles.

Classification and Compensation

The Office of Classification and Compensation primarily is charged with the responsibilities delineated below. These program responsibilities are noted in Mississippi Code Annotated 1972, Sections 25-9-103, 25-9-107, 25-9-115, 25-9-119, 25-9-133, 25-9-135, 25-9-147, and 25-9-149.

- A. Maintaining a statewide classification system based on objective job analysis to provide timely and consistent classification of all state service positions and to ensure fair treatment of applicants and employees by prohibiting known non-merit selection criteria in written minimum qualifications of job classifications.
- B. Developing annual recommendations to the Legislature concerning salary ranges of all job classifications under the State Personnel Board's salary setting authority in order to recruit and retain quality employees in the state work force and to provide adequate and equitable compensation to state employees.
- C. Providing budget recommendations to the Department of Finance and Administration and the Legislative Budget Office on October 1, of each year. Upward reallocations or realignments necessary to fill bona fide staffing needs that cannot be adequately addressed through normal budget procedures may be authorized by the State Personnel Board on a monthly basis as needed.
- D. Maintaining and/or implementing any necessary revisions to the Variable Compensation Plan.
- E. Assisting in the preparation of the Variable Compensation Plan Policy outlining the policies that will govern personnel transactions during the upcoming fiscal year.
- F. Administering rules and regulations governing the appointment and movement of all employees within the state service.
- G. Providing position control of employment positions authorized in appropriation bills and escalations approved by the Department of Finance and Administration.
- H. Developing documents to verify agency and position data. This is necessary to provide program budget information to the Legislature for manpower cost projections for the major expenditure category, Personal Services (salaries, wages and fringe benefits).

Classification/Compensation

- I. Assisting state agencies in the review of organizational structures, utilization of resources and personnel administration.
- J. Processing personnel action requests received from agencies which include actions such as new hires, transfers, promotions, demotions, and data revisions.
- K. Analyzing agency requests for hiring, promotions, reclassifications, reallocations, and other personnel actions, prior to review by the State Personnel Director or the State Personnel Board.

Classification and Compensation, As of 6/30/00

Personnel Transactions (Computer Generated)	134,614
Organizational Chart Audits	101
Budget Requests	57*
Desk Audits	87
Items Briefed to Personnel Board	124

*New Positions	1,479
*Reallocations	1,346
*Occus Realigned	1,907

Training

Training

The Office of Training of the State Personnel Board is responsible for assisting state agencies in improving the productivity, effectiveness and efficiency of state employees through the coordination and provision of appropriate training and development programs.

The Office of Training accomplishes its assigned responsibilities by:

1. Providing high-quality, low-cost training programs identified through the needs assessment process as being top priorities throughout state government;
2. Providing these programs on-site for agencies, whenever possible, in order to minimize employee travel time and cost to the agencies;
3. Tailoring training programs to the needs of state government in general and for on-site agency programs to the individual needs of the agency and/or employees targeted;
4. Providing technical assistance on training issues such as conducting effective needs assessments, planning training programs, conducting successful training programs, evaluating training, and developing comprehensive training plans. The primary aim of this assistance is to help agencies develop and carry out training plans and programs that are specific to their needs and cost-effective and which can be maintained internally;
5. Serving as a statewide training referral source for such training resources as contract trainers, training programs and packages, training video and audio tapes, training equipment and the like; and
6. Oversight of the operation of the state's Performance Appraisal Review (PAR), the purpose of which is to give managers in state government a tool by which they can improve communication and employee performance.

Training programs offered included the Certified Public Manger (CPM) Program, a rigorous, long-term, national program aimed at standardizing and professionalizing public management in Mississippi in which approximately 850 managers in state government are currently participating. This program places Mississippi among the leaders nationwide in the area of management training for state employees. In addition, general training classes were offered in the areas of management and supervision, professional development, and secretarial and clerical skills.

Training

TRAINING SESSIONS	FY 00	FY 99
General and Agency Sponsored	*291	*325
CPM	**26	**22
Basic Supervisory Course	**30	**23
TOTAL	347	370

EMPLOYEES TRAINED	FY 00	FY 99
General and Agency Sponsored	6,125	6,865
CPM	650	550
Basic Supervisory Course	750	575
TOTAL	7,525	7,990

* This figure does not include training provided through an agency's personal services contracts.

** This figure represents the number of week long sessions.

Management Information Systems

Management Information Systems

The State Personnel Board is responding to the increasing informational requirements of our state agencies, elected officials and general public by the proper usage of computing applications and technology. Management Information Systems Division (MIS) plays a role in SPB's plans to provide timely and accurate information concerning state employees, applicants for state employment, and agency organizational structures and positions. MIS is responsible for the data to produce special reports such as manpower cost projections for the Legislature and state agencies; agency monthly cost trend reports; providing information requested to fulfill legal requirements such as court orders; managing data for cost trend and analyst; and producing budget-related information for legislative and executive branches. The State Personnel Board provides state agencies with data from the computer databases on a regular basis. Often these agencies will request additional information that requires special computer programming.

The State Personnel Board, Division of Finance and Administration, and Information Technology Services has completed the design and implementation of an automated Statewide Payroll and Human Resource System (SPAHRs). This system provides the information base to support Mississippi's payroll and human resources data needs well into the 21st century. For speed and accuracy, combined payroll and personnel data is available to all authorized customers using the latest electronic media. Management information from DFA and SPB may be obtained from a common computer database. SPAHRs is designed to minimize the dependency on the flow of paper, while maintaining the integrity required for sensitive payroll and human resource data systems. SPB joins with SPAHRs and Merlin to incorporate the latest technology in order to furnish timely accurate information for all agencies and officials. The SPB utilizes high speed fiber data links to facilitate information flow within the state computing complex.

The SPB is continuously pursuing cost effect methods of increasing service to our customers. We remain focused upon minimizing and reducing the flow of paper throughout the agency. The SPB uses the Internet and Fax servers to distribute AD Hoc reports and information to requesting agencies and individuals. Important personnel data is now available 24 hours a day via the Internet. Any agency or individual (with proper authorization) may obtain their job or agency information directly from SPB computers instead of paper copy or host resident data. The SPB will continue to review and expand the usage of the Internet as a vehicle to obtain and provide key personnel information. Significant resources are being invested in the development and implementation of new applications on the SPB's WEB site (www.spb.state.ms.us).

Administrative

Office of Policy

The Office of Policy operates in a support capacity within the agency, maintaining responsibility for policy development/revision and interpretation of both internal SPB policies and those contained in the Mississippi State Personnel Board Policy and Procedures Manual. The office is also responsible for a variety of special projects.

Staff must have a working knowledge of all areas of operation of the State Personnel Board, with in-depth knowledge of the agency's policies and procedures, and particular expertise in the general policy areas, such as those addressing "Leave," "Discipline," and the "Grievance Process."

Administrative Services

The Office of Administrative Services is responsible for all business services necessary for the day-to-day operation of the Board, including, but not limited to, requisitions, purchasing, payroll, employee benefits, maintenance of all SPB personnel files, records, inventory, switchboard, mail, and accounts payable. The office is staffed by professionals with expertise in the operation of the Statewide Automated Accounting System (SAAS) and a thorough knowledge of the laws governing state purchasing and accounting operations.

Office of General Counsel

The Office of General Counsel is staffed by a Special Assistant Attorney General and a Secretary. The General Counsel provides advice and assistance to the State Personnel Board and the State Personnel Director on a variety of legal and policy matters including, but not necessarily limited to, Equal Employment Opportunity concerns, personnel policy inquiries, and issues surrounding various Federal and State laws such as the Americans with Disabilities Act and the Fair Labor Standards Act. The Office of General Counsel also acts as a resource center for certain legal inquiries forwarded from various state agencies and the general public, and is responsible for analyzing contracts submitted to the Board by state agencies for the engagement of private law firms and legal services.

Employee Appeals Board

Employee Appeals Board

The Employee Appeals Board is composed of three (3) Hearing Officers appointed from each Supreme Court district in accordance with state statute. They are appointed by the five (5) members of the Mississippi State Personnel Board.

The purpose of the Employee Appeals Board is to provide a fair and impartial forum beyond the agency level. The Board holds hearings, compiles evidence, and renders decisions regarding agency actions or employee grievances.

Any permanent state service employee may appeal any action adversely affecting his or her compensation, employment status or any grievable action set forth by policy. Any permanent state service employee, probationary employee in a state service position or non-state service employee in, or applicant for, an authorized employment position in an agency which employs state service employees, may appeal alleged acts of discrimination based on race, color, creed, religion, national origin, sex, age, disability, or political affiliation in any personnel action or unlawful employment practice. They also may appeal alleged acts of retaliation based upon the employee or applicant's reports of alleged improper government action to a state investigative body.

Proceedings before the Board are de novo and are heard before a single Hearing Officer. After a decision is rendered, either party may appeal to the Full Board. Either party may further appeal to the Circuit Court.

Employee Appeals Board

	<u>FY00</u>	<u>FY 99</u>
CASES FILED		
Initial Appeals		
Demotion	9	3
Suspension w/o Pay	25	19
Termination	72	75
Unresolved Grievances	35	51
En Banc	30	45
Circuit Court	17	17
TOTAL CASES FILED	188	210
ORDERS RENDERED		
Affirmed	54	55
Agreed	23	36
Dismissed/Appeal not Perfected	5	11
Dismissed/Lack of Jurisdiction	22	30
Dismissed/Motion of Appealing Party	16	10
Dismissed/Failed to Appear	5	9
Dismissed/Stale	6	2
Reversed	10	15
Partial Relief	6	7
En Banc Orders Rendered		
Affirmed	38	32
Dismissed	10	7
Reversed	2	0
Partial Relief	1	1
TOTAL ORDERS RENDERED	198	215

Personal Service Contract

Mississippi Personal Service Contract Review Board

During the 1997 Regular Session, the Mississippi Legislature enacted legislation creating the Personal Service Contract Review Board. Section 25-9-120 of the Mississippi Code Annotated provides that the Board is to be composed of the State Personnel Director, the Executive Director of the Department of Finance and Administration, or his designee, the Commissioner of Corrections, or his designee, the Executive Director of the Mississippi Department of Wildlife and Fisheries, or his designee, and the Executive Director of the Department of Environmental Quality, or his designee. The State Personnel Director shall be the Chair and shall preside over the meetings of the Board. The Personal Service Contract Review Board meets regularly once a month and as needed in order to accommodate special requests made by agencies.

Necessary clerical and administrative support for the Board is provided by the State Personnel Board. Currently, the staff consists of one Special Assistant Attorney General, two Contract Analyst and one Administrative Assistant. During Fiscal Year 2000, the Personal Service Contract Review Board has accomplished the following:

- (1) Approved personal and professional services contracts involving the expenditures of funds in excess of One Hundred Thousand Dollars (\$100,000.00);
- (2) Administered standards with respects to contractual services personnel which required invitation for public bid, requests for proposals, record keeping and financial responsibility of contractors;
- (4) Administered standards for the issuance of requests for proposals, the evaluation of proposals received, consideration of costs and quality of services proposed, contract negotiations, the administrative monitoring of contract performance by the agency and successful steps in terminating a contract;
- (5) Authorized personal and professional service contracts to be effective for more than one year provided a funding condition was included in any such multiple year contract.

During the Fiscal Year 2000, 209 contracts were approved for execution through Fiscal Year 2004 totaling \$247,702,744. This total includes \$43,006,271 in General Funds, \$92,498,816 in Federal Funds, and \$112,197,657 in Other Funds.

**The Colonel Guy Groff
State Variable Compensation Plan
"Open to Change"**

Benefits

- Flexibility to Manage Wage and Salary Administration
- Abandons Traditional Grade and Step Format
- Annual Legislative Review and Funding
- Legislative Commitment Ensures Success

Components

- Realignment - Key Feature
- Productivity Awards Based on Job Performance
- In service - Cost of Living Increase
- Longevity
- Reallocations and Reclassifications
- Additional Compensation, i.e., Shift Differential and Overtime
- Special Compensation Plans, i.e., Experience/Educational Benchmarks

Variable Compensation Plan

Overview of the Variable Compensation Plan

Each position in state government is classified into one of approximately 2,000 job titles. Each job title in state service has a position description which explains the characteristics of the job and the minimum educational and experience requirements needed to be considered for appointment to that job. Each job title has an assigned salary range. The salary range is based on the Mississippi relevant labor market, and the four (4) contiguous states (Alabama, Louisiana, Tennessee, and Arkansas). The range from the entry salary to the maximum salary of a job classification is generally 75%. Since first adopted by the Legislature in 1981, the Variable Compensation Plan has been the primary instrument governing salary administration for state government employees. The following is an overview of the Variable Compensation Plan (VCP).

Realignment allows annual adjustments to the salary ranges of state jobs based on surveys of salaries for the same or similar jobs in surrounding states or the private sector in Mississippi. This component is targeted at keeping the starting and maximum salaries for state employees generally comparable with other southeastern states and the private sector in Mississippi. The key feature of realignment is the compensation of employees at a fair wage based on the prevailing regional labor market.

Productivity increases are performance based salary increases awarded at the discretion of the agency director and management. Productivity is the most flexible management tool in the VCP. When appropriated, it allows an agency director to reward employee excellence. More than any other component, productivity encourages the retention of an agency's top performers by reassuring them that their good work is being noticed and appreciated. It motivates and provides an incentive to other employees to put forth their best effort. Productivity promotes stability, thus reducing the direct and indirect costs of turnover and training. State Personnel Board regulations require that productivity increases be thoroughly documented by current performance appraisal ratings. The Performance Appraisal Review (PAR) was redesigned in 1994, effective January 1, 1996. The redesign was accomplished by an 18-member task force of professionals from a cross-section of agencies. The updated system simplified the prior appraisal process, yet retained all of the elements needed for effective supervisor/subordinate communication as well as being legally defensible.

Since productivity salary increases are restricted to only the best performers, it is one of the best methods of cost containment available to the Legislature. In the short term, the exclusion of marginal and mediocre workers from its benefits provides an immediate economic savings over nonselective salary increases. In the long term, it reduces the tendency of agencies to request reallocations to higher salaried job classes strictly to award salary increases.

Variable Compensation Plan

Primary Effects of the Failure to Fund Productivity

- * Disparity among agencies in that some agencies were able to participate while others were not.
- * Loss of effectiveness of the employee Performance Appraisal Review System (PAR) which was designed and marketed to state government as a "pay for performance" system.
- * Decreased ability of agencies to provide high quality services to the people of Mississippi due to the difficulty in attracting and retaining high quality, productive employees at all levels.
- * Loss of productivity and morale in state government due to the perception that the productive employee has no greater value than the unproductive employee.
- * Creation of a management system in which managers have no control over one of the most powerful managerial tools, i.e., the ability to financially reward productive employees.

Reallocations, which are changes in job classification based on a review of the duties performed, are based upon documented need within the agency. Reallocations are concerned primarily with the job content of the position and not the salary. Reallocations are a necessary component when agencies experience reorganizations or increased responsibilities which require changes in job duties performed.

Reclassification allows agencies to automatically change the classification of employees who have successfully completed a period of training or received needed licensure or certification. Normally, the employee moves from a trainee position to the full classification, such as Correctional Officer Trainee to Correctional Officer .I, and receives a salary increase consistent with the existing promotional formula.

Educational Benchmark awards provide compensation for achievement of significant, job related educational milestones which the employee has embarked upon in conjunction with the agency. The employee understands that the agency will provide a benchmark increase upon successful completion of the educational program. The amount of the benchmark is usually five percent of the employee's base salary.

Additional Compensation (overtime or callback pay) is authorized for individuals who work additional hours beyond the established work schedule. Payment of overtime is needed in order to comply with provisions of the Fair Labor Standards Act.

Variable Compensation Plan

New Hire Flexibility allows the agencies to hire an applicant at a salary above the starting salary of the pay range based on his/her superior education and/or experience as documented by the agency.

Recruitment Flexibility exceeds the flexibility offered for new hires, and is based on documented recruitment difficulties. The award of recruitment flexibility must be approved by the State Personnel Board in all cases.

Longevity bonuses are lump sum payments awarded to employees who have reached the maximum salary allowed for their particular job class by State Personnel Board regulations. Longevity bonuses are awarded if the Legislature appropriates specific funding for that purpose.

In summary, **realignment** is the adjustment of the recommended starting salary and mandatory maximum salary for each job classification in state government. It is based on salary surveys of equivalent or similar jobs in Mississippi and the surrounding states which are conducted by State Personnel Board staff on an ongoing basis. **Productivity** is awarded to employees who are an agency's top performers. Through the use of PAR, agency management knows who its top performers are, and good managerial practice dictates that employees who do the best work are more deserving than the marginal or mediocre worker. **Reallocation** recognizes that job responsibilities and duties of a position may change over time or as a result of reorganization. If job responsibilities are changed to a significant degree, the position's job classification can be changed as well as the salary. Reallocation also allows an agency to change the classification of an existing position to better suit the needs of the agency. Under normal circumstances, the State Personnel Board approves and implements upward reallocations at the beginning of the fiscal year; however, under special circumstances, the Board considers justifiable upward reallocations on a case-by-case basis.

Variable Compensation Plan

Monies Appropriated Since the Adoption of the VCP

<u>Fiscal Year</u>	<u>Realignment</u>	<u>In-Service</u>	<u>Longevity</u>	<u>Productivity</u>
82	\$11,338,603	0	0	\$26,578,284
83	0	0	0	*Authorized
84	\$10,339,240	\$13,448,267	0	\$11,343,527
85	0	0	0	0
86	\$15,956,534	\$14,999,170	\$248,619	\$15,659,705
87	0	0	0	0
88	0	\$24,143,898 ¹	0	0
89	\$38,079,820 ²	0	0	0
90	0	0	0	*Authorized
91 ³	\$16,798,567	\$38,678,357	\$648,799	0
92	0	0	0	0
93	0	0	0	0
94 ⁴	\$13,527,632	\$55,905,784 ⁵	0	0
95	\$25,647,207	\$24,789,406 ⁶	\$730,401	0
96 ⁷	\$17,550,361	\$14,053,384 ⁵	0	0
97	0	0	0	0
98	\$13,364,949	\$17,308,689 ⁸	0	0
99 ^{5,9}	\$33,360,025	0	0	0
00 ^{5,10}	\$24,763,487	\$33,358,747	0	0

***Agencies required to fund through "Cutback Management."**

1. \$75.00 per month or 4% of base salary, whichever is greater
2. 7.75% average increase for eligible positions
3. \$125.00 per month or 5% of base salary or realignment, whichever is greater, for 9 month implementation
4. \$133.33 per month or 4% of base salary or realignment, whichever is greater
5. Should an employee's base salary exceed the end step due to the Legislated pay increase, that portion exceeding end step is built into the employee's base salary.
6. In addition to realignment and \$500.00 in-service, employees with a hire date of July 1, 1993, or earlier, received a 1% anniversary date increase. (Cost: \$7,178,208)
7. Realignment or \$700.00, whichever is greater, for employees hired on or before June 30, 1994
8. In addition to realignment and \$300.00 in-service, employees with a hire date of June 30, 1996, or earlier, received a 1% anniversary date increase. (Cost: \$5,124,318)
9. Minimum realignment of \$600 and maximum realignment of \$900, to next higher step, for all classifications. Also includes a \$900 minimum realignment for Information Technology positions and an average of \$1,500 realignment for MH-DCW classifications.
10. All classifications received a minimum \$600 and maximum \$1,600 realignment. Employees hired on or before December 31, 1998, received \$900 in-service.

Variable Compensation Plan

Surveys mailed: 85
 Surveys received: 68

VARIABLE COMPENSATION PLAN FISCAL YEAR 1999 ANNUAL LEGISLATIVE REPORT

During Fiscal Year 1999, state agencies utilized a wide range of Variable Compensation Plan components for which funds were generally or specifically appropriated.

I. The components contained in this table require annual funding by the Legislature. (Refer to the "Policy Section" in Annual Policy Memorandum 9902 for information regarding each component.) Please observe the following instructions for completion of this Section:

- a. Select "Y" (Yes) or "N" (No) to indicate if the component was utilized within your agency. (Those components which were mandated have been pre-marked.)
- b. Grade each component (whether utilized or not) as a concept of compensation on a scale from "A" to "F", where "A" indicates excellence and "F" indicates failure.
- c. Utilize the "Comments" section to express your favor or disfavor regarding the funding/non-funding of this component. Also, please use the "Comments" section to explain those compensation component grades which are less than "C". (Grades of "D" or "F" with no accompanying explanation will be upgraded to "C.")

Notes: Grades were calculated on a 4.0 grading system (where A = 4.0 and F = 0.0) to arrive at a numerical average.

Component	Referenced Section	Utilized?		Grade						Comments
		Y	N	A	B	C	D	F		
Inservice COLA	C.1	0	67			2.68				Very Good. Much needed. Not able to increase employee's salary to coincide with the cost of living adjustments.
Longevity Not funded.	C.8	0	67			2.51				Needs to be funded to allow agencies to compensate long-term employees who exceed the end salary of their position. Excellent, if built into base salary; no lump sum payments. Someone who is not doing a good job shouldn't get a raise for years of service.
Productivity Not funded.	C.9	0	67			2.60				Needs to be funded to reward productive employees; Low morale results when productivity increases cannot be given; Excellent component if funded; gives tenured/new employees extra drive to do more.
Reallocations Funded only to specific agencies.	C.6	52	15		3.15					Positions need to be correctly classified in order to meet specific needs of the agency; Best device for matching employee with work/compensation.

Variable Compensation Plan

General Realignment	C.1	67	0		3.00				Key component for keeping salaries in line with the relevant labor market; Should not be capped; Realignment should continue to be awarded in addition to in-service to prevent the value of the job decreasing.
ITS Special Comp Employees in a specified occu class receive no more than \$3500 in any (6) six month period	C.3	67	0			2.80			Concept is good; Specific implementation policies for determining salaries negatively impacted hiring, transfers, and promotions. Good effort to increase the ITS series salaries to be more comparable to the private sector; Initial problem with implementation, some improvement needed.
MH-Direct Care Worker Series Classification series receive an average of \$1500 realignment increase.	C.2	67	0			2.91			Much needed and appreciated raise for these deserving individuals. Other classes need similar consideration.
No Increase to Appropriated Dollars Required agencies to stay within their FY appropriation on a 12-month basis.	C.7	67	0			2.55			Places limits on unbudgeted realignments/reallocation; however it stabilizes accountability. Should be able to use attrition dollars because you are going to have it each year.

II. The items in this table are non-budgeted and may be used upon the approval of the State Personnel Director and/or the State Personnel Board and upon certification from the State Fiscal Officer (where applicable) that appropriate funds exist in the personnel services dollars funding category. (Refer to the "Policy Section" in Annual Policy Memorandum 9902 for information regarding each component). Please observe the following instructions for completion of this Section:

- a. Select "Y" (Yes) or "N" (No) to indicate if the component was utilized within your agency.
- b. Grade the component as a **concept of compensation (whether utilized or not)** on a scale from "A" to "F" where "A" indicates excellence and "F" indicates failure.
- c. Utilize the "Comments" section to discuss your concerns regarding the policies and procedures for the administration of each component. Please also use the "Comments" section to explain those compensation grades which are less than "C". (Grades of "D" or "F" with no accompanying explanation will be upgraded to "C.")

Variable Compensation Plan

Component	Referenced Sections	Utilized?		Grade					Comments
		Y	N	A	B	C	D	F	
Promotional Formula	D.2	54	13		3.22				Difficult to apply to part-time employees. Appreciate SPB's emphasis that the award is discretionary. Confusing and not equitable, arbitrary.
Upward Reallocation Addresses a bona fide staffing need outside of normal budget process.	D.3.a	47	20		3.08				Vital component in changing organizational needs. Allow to properly classify position. Confusing and not equitable, arbitrary.
Lateral Reallocation	D.3.b	22	45		3.05				Potentially useful.
Downward Reallocation	D.3.c	31	36		3.09				Allowed agency the flexibility to properly classify positions; Allowed agency to better utilize long term vacant positions to meet agency needs.
Realignment Addresses staffing crisis outside of normal realignment process due to change in labor market.	D.3.d	32	35			2.91			Allows agency to be competitive with private sector.
Reclassification	D.4	39	28		3.22				Promotes career path for valuable employees; Good concept for recruiting and retention. Should automatically be authorized with prior FY approval.
New Hire Salary	D.5.a	48	19		3.14				No Comments.
New Hire Flexibility Allows agency to hire individual at 10% above starting salary when he/she exceeds the minimum level of education or experience.	D.5.b	49	18		3.26				Need more salary flexibility; Gives ability to increase pay for extra education and experience. Difficulty in hiring in professional fields with 10% over start. Justification is excessive and policy too restrictive.
Recruitment Flexibility Allows agency to hire individual anywhere in pay range based on difficulty in recruiting.	D.5.c	6	61			2.86			Useful component for recruiting highly specialized and technical areas. Policy should be more flexible; process too lengthy thereby preventing a timely solution.
Special Comp Plans Allows individuals to move up in salary range based on experience.	D.6	21	46			2.94			Essential for the recruitment and retention of Engineers and ITS positions.

Variable Compensation Plan

Additional Comp Plans Compensates individuals for work performed beyond standard requirement.	D.7	19	48			2.88			No Comments.
Educational Benchmark Recognizes education, certification or licensure achievements.	D.8	38	29			3.44			Good incentive for employees to increase level of education; Reward should be based on time, effort, and cost involved.
Promotional Transfer	D.9.a	41	26			3.22			Useful in gaining qualified employees.
Lateral Transfer	D.9.b	34	33			3.12			Allows employee to maintain state service status.
Demotional Transfer	D.9.c	25	42			2.92			Should not apply to inter-agency transfers. Recommend more leniency in reducing salaries.
Sal. Exceeding Agy Head	D.10	2	65			2.65			Needs to be re-evaluated for agencies having specialized professionals as agency heads.
Reappointments	D.11	17	45			2.88			No Comments.
Return After Separation	D.12	16	51			2.91			Assists in the re-employment of former employees who left in good standing.

III. Please answer the following questions regarding the Performance Appraisal System (PAR) system. Refer to Section E.2. for a detailed explanation of this system.

1. Did your agency receive training on PAR by the State Personnel Board staff? Y-56; N-11
 - a. If you did not receive PAR training in Fiscal Year 1999, do you have supervisors who would benefit from this training? Y-6; N-5
 - b. If your agency did receive training, do you have other supervisory personnel who would benefit from PAR training? Y-51; N-5
2. Were the rules governing the administration of PAR adequate? Y-65; N-1
Comments:
 - The rules are clear and precise
 - It is extremely cumbersome to only rate an employee 1, 2, or 3 with no ranges between the scale markers.
 - SPAHRS needs more flexibility in the PAR area, when dealing with problems, e.g. sick supervisors, etc.

Variable Compensation Plan

3. Other than for the processing of personnel actions, what was the result of administering PAR for your agency?

- **Identified employees not meeting expectations of the job due to more meaningful duties and standards.**
- **Employees are properly evaluated.**
- **Improved employer/employee communication.**
- **Allows for thorough documentation procedures.**
- **Provided tracking for job performance.**
- **Help employees better understand their responsibilities.**

VV. Please answer the following questions concerning the Policy Memoranda and the VCP forum.

1. Were the policies and procedures governing the VCP written understandably? Y-64; N-1
If no, please make suggestions for improvement.

- **The procedures for administering the state mandated raises and realignments are still a bit cumbersome to apply because there are so many different criteria to apply regarding time in position, full-time vs. part-time status, etc.**

2. Are there instances in your agency where employees with less seniority and qualifications have higher actual salaries than more senior employees in the same job class? Y-24; N-41

If so, what compensation components contributed to these disparities?

- **Policy on compensation may vary from one year to the next based on legislative intent.**
- **New hires can be hired at or above current employees.**

3. Please provide comments concerning the Annual VCP Forum.

- **The Forum allows for the free flow of questions and answers.**
- **Excellent opportunity for agency personnel staff to provide input on VCP components**
- **Some of the ideas offered by agency personnel should be incorporated into the VCP.**
- **Good communication.**
- **The forum gives excellent opportunity to resolve questions prior to implementation.**
- **Unnecessary for minor policy changes.**

4. Please provide any other comments you may have regarding administration of the VCP.

- **We believe that agencies should be allowed more flexibility regarding the administration of the various components of the VCP. SPB should audit them and take away their authority if it is abused. Operating more like an oversight and policy agency.**
- **Information and guidance provided by the State Personnel Board was very helpful and without their assistance the administration would have been very difficult.**
- **Would like to see more push for funding of merit adjustments and for acceptance of competitive salaries for executive level staff.**

Variable Compensation Plan

List of Agency Respondents to VCP Annual Impact Report

- *Agricultural Aviation Board
- *Agriculture and Commerce
- *Architecture and Landscape Board
- *Archives and History
- *Arts Commission
- *Animal Health Board
- *Attorney General
- *Banking and Consumer Finance
- *Barber Examiners
- *Board of Examiners for Social Workers
& Marriage and Family Therapists
- *Board of Registered Prof. Geologists
- *Boswell Regional Center
- *Bureau of Narcotics
- *Cosmetology Board
- *Department of Corrections
- *Department of Education
- *Department of Health
- *Department of Human Services
- *Department of Transportation
- *Division of Medicaid
- *East Mississippi State Hospital
- *Economic and Community Development
- *Educational Television (ETV)
- *Ellisville State School
- *Emergency Management Agency
- *Employment Security
- *Engineers and Land Surveyors Board
- *Environmental Quality
- *Finance and Administration
- *Fire Academy
- *Forestry Commission
- *Funeral Service Board
- *Gaming Commission
- *Grand Gulf Military Monument
- *Hudspeth Regional Center
- *Information Technology Services
- *Insurance Department
- *Juvenile Rehabilitation Center
- *Library Commission
- *Marine Resources
- *Medical Licensure Board
- *Mental Health
- *MS Judicial Performance Commission
- *North Mississippi Regional Center
- *Oil and Gas Board
- *Pat Harrison Waterway District
- *Pearl River Valley Water Supply District
- *Pearl River Basin Development District
- *Pharmacy Board
- *Public Accountancy
- *Public Contractors' Board
- *Public Employee's Retirement System (PERS)
- *Public Safety Planning
- *Public Utilities Staff
- *Rehabilitation Services
- *Secretary of State
- *Soil and Water Conservation Commission
- *State Aid to Road Construction
- *State Auditor
- *State Personnel Board
- *State Treasury
- *Tax Commission
- *Tombigbee River Valley Water Management
- *Veterinary Diagnostic Laboratory
- *Wildlife, Fisheries and Parks
- *Workers' Compensation

Agencies not responding to the VCP survey:

- *Athletic Commission
- *Auctioneers' Commission
- *Central MS Residential Center
- *Dental Examiners
- *Department of Public Safety
- *Fair Commission
- *Mississippi State Hospital
- *Motor Vehicle Commission
- *North Mississippi State Hospital
- *Nursing Board
- *Nursing Home Administrators
- *Plant Industry
- *Public Service Commission
- *Real Estate Commission
- *Real Estate Appraiser Licensing Board
- *South Mississippi Regional Center
- *Veterans' Affairs Board
- *Veterans' Home Purchase Board
- *Veterans' Memorial Stadium

Travel Report

Travel Report

State Personnel Board Travel Log

DATE	PV #	NAME	PLACE	COST
TRAINING -- 3610				
07-30-99	58	Julia Summers	Coordinate Training	\$12.40
08-30-99	189	Julia Summers	Coordinate Training	\$9.92
10-06-99	362	Julia Summers	Coordinate Training	\$17.98
11-02-99	470	Julia Summers	Coordinate Training	\$9.92
12-08-99	611	Julia Summers	Coordinate Training	\$14.88
01-31-00	759	Julia Summers	Coordinate Training	\$20.80
04-04-00	975	Julia Summers	Coordinate Training	\$9.75
05-01-00	1066	Julia Summers	Coordinate Training	\$15.60
06-05-00	1191	Julia Summers	Coordinate Training	\$26.00
06-15-00	1223	Sue Massey	Coordinate Training	\$12.35
08-04-99	85	Becky Baum	BSC/CPM Training	\$307.21
08-23-99	156	Becky Baum	Training	\$315.75
08-26-99	169	Becky Baum	BSC/CPM Training	\$333.41
10-06-99	361	Becky Baum	CPM	\$47.74
11-02-99	472	Becky Baum	CPM/MHMR Conf.	\$404.30
12-16-99	631	Becky Baum	SEDI Conference	\$36.89
12-29-99	675	Becky Baum	BSC Training	\$562.33
01-11-00	711	Becky Baum	CPM Conference	\$320.94
02-08-00	793	Becky Baum	BSC/CPM Training	\$1,061.46

Travel Report

DATE	PV #	NAME	PLACE	COST
03-06-00	867	Becky Baum	BSC	\$338.12
04-10-00	987	Becky Baum	Training	\$213.00
06-06-00	1200	Becky Baum	Training	\$747.81
06-22-00	1261	Becky Baum	BSC/CPM Training	\$740.87
09-07-99	217	Marianne Gaudin	Training	\$173.35
09-08-99	230	Marianne Gaudin	NAGTAD	\$299.37
09-20-99	283	Marianne Gaudin	Training	\$233.72
10-05-99	349	Marianne Gaudin	Training/NAGTAD	\$337.05
10-07-99	368	Marianne Gaudin	Training/NAGTAD	\$688.32
10-13-99	375	Marianne Gaudin	CPM/Training	\$626.30
11-02-99	471	Marianne Gaudin	Training	\$335.45
12-08-99	610	Marianne Gaudin	Training	\$251.57
02-11-00	806	Marianne Gaudin	Training	\$244.00
03-01-00	853	Marianne Gaudin	Training	\$1,035.60
03-07-00	881	Marianne Gaudin	Training	\$7.50
04-04-00	974	Marianne Gaudin	Training	\$81.90
04-10-00	987	Marianne Gaudin	Training	\$213.00
04-21-00	1038	Marianne Gaudin	Training	\$191.61
06-07-00	1205	Marianne Gaudin	CPM Conference	\$802.70
05-12-00	1122	Marianne Gaudin	Training	\$120.25
10-07-99	369	Nikki L. Butler	CPM	\$65.72
11-02-00	474	Nikki L. Butler	CPM	\$55.80
11-03-99	474	Nikki L. Butler	CPM	\$81.22

Travel Report

DATE	PV #	NAME	PLACE	COST
04-17-00	1022	Nikki L. Butler	CPM	\$325.76
05-12-00	1123	Nikki L. Butler	CPM	\$65.18
06-13-00	1221	Nikki L. Butler	CPM	\$581.77
08-10-99	99	Diane Macon	Coordinate Training	\$14.88
09-07-99	219	Diane Macon	Coordinate Training	\$29.76
10-20-99	388	Diane Macon	Coordinate Training	\$26.04
11-12-99	497	Diane Macon	AA CPM Conference	\$244.41
04-14-00	1014	Diane Macon	Coordinate Training	\$67.60
04-21-00	1037	Diane Macon	Training	\$78.50
05-08-00	1095	Diane Macon	Coordinate Training	\$41.60
06-22-00	1260	Diane Macon	Coordinate Training	\$139.06
04-17-00	1021	Shelly Smith	Coordinate Training	\$20.15
06-14-00	1229	Shelly Smith	Coordinate Training	\$18.20
08-06-99	92	Robert Gaston	Coordinate Training	\$82.77
09-07-99	218	Robert Gaston	Coordinate Training	\$796.45
09-08-99	232	Robert Gaston	Coordinate Train/BSC	\$315.75
10-06-99	360	Robert Gaston	Coordinate Train/BSC	\$55.49
12-10-99	619	Robert Gaston	Coordinate Train/BSC	\$641.12
12-16-99	626	Robert Gaston	Coordinate Train/BSC	\$21.15
12-21-99	658	Robert Gaston	Coordinate Training	\$315.75
02-03-00	773	Robert Gaston	BSC	\$527.25
03-27-00	951	Robert Gaston	Coordinate BSC	\$642.90
04-10-00	984	Robert Gaston	Coordinate BSC	\$100.10

Travel Report

DATE	PV #	NAME	PLACE	COST
04-13-00	1007	Robert Gaston	Coordinate BSC/CPM	\$424.90
05-08-00	1096	Robert Gaston	Coordinate BSC	\$678.25
06-13-00	1222	Robert Gaston	Coordinate BSC	\$517.20
11-02-99	473	Robert Gaston	Coordinate BSC	\$641.18
TOTAL				\$18,837.03

DATE	PV #	NAME	PLACE	COST
STATE PERSONNEL BOARD -- 3614				
08-12-99	110	Frederick Matthes	Salary Conference	\$7.50
08-20-99	148	Frederick Matthes	NASPE	\$792.73
09-30-99	314	Frederick Matthes	Salary Conference	\$562.80
10-05-99	349	Frederick Matthes	Salary Conference	\$299.50
11-03-99	479	Frederick Matthes	CPM Training	\$60.76
11-19-99	520	Frederick Matthes	Transportation/SPB Meeting	\$349.39
12-07-99	600	Frederick Matthes	Agency Forum	\$108.50
02-08-00	787	Frederick Matthes	Coordinate Conference	\$102.05
07-29-99	50	James L. Schwartz	SPB Meeting	\$226.15
08-30-99	185	James L. Schwartz	SPB Meeting	\$217.18
10-26-99	427	James L. Schwartz	SPB Meeting	\$217.96
12-07-99	605	James L. Schwartz	SPB Meeting	\$215.74
12-22-99	661	James L. Schwartz	SPB Meeting	\$224.10
12-07-00	782	James L. Schwartz	SPB Meeting	\$224.38
03-21-00	930	James L. Schwartz	SPB Meeting	\$205.73
04-28-00	1062	James L. Schwartz	SPB Meeting	\$224.38

Travel Report

DATE	PV #	NAME	PLACE	COST
05-15-00	1128	James L. Schwartz	SPB Meeting	\$224.38
06-20-00	1246	James L. Schwartz	SPB Meeting	\$225.64
11-16-99	110	Robert E. Fagan, Jr.	CPM Conference	\$401.50
08-12-99	111	Robert E. Fagan, Jr.	Law Seminar	\$490.16
11-16-00	510	Robert E. Fagan, Jr.	CPM Conference	\$323.50
12-07-99	601	Robert E. Fagan, Jr.	BSC Instruction	\$108.50
02-04-00	780	Robert E. Fagan, Jr.	BSC Instruction	\$115.70
04-10-00	987	Robert E. Fagan, Jr.	HRI Seminar	\$415.00
04-19-00	1033	Robert E. Fagan, Jr.	Public Law Forum	\$197.61
05-02-00	1073	Robert E. Fagan, Jr.	BSC Instruction	\$120.25
05-17-00	1139	Robert E. Fagan, Jr.	HRI Seminar	\$719.16
06-20-00	1252	Robert E. Fagan, Jr.	Public Law Forum	\$68.25
10-05-99	349	Janet Brown	Salary Conference	\$299.50
09-27-99	299	Janet Brown	Salary Conference	\$275.25
03-30-00	960	Chuck Nwagwu	Agency Visit	\$26.65
08-23-99	154	Lori Griffin	Computer Setup	\$8.68
11-24-99	529	Lori Griffin	Computer Setup	\$13.02
04-21-00	1036	Lori Griffin	Computer Setup	\$27.30
05-19-00	1142	Carol Rowe	Personnel Forum	\$217.89
06-20-00	1253	Carol Rowe	Law Forum	\$68.90
08-23-99	144	Bill Tanner	Computer Installation	\$43.40
11-30-99	552	Bill Tanner	Computer Installation	\$130.20
10-21-99	401	Martha Hartzog	Job Fair	\$179.00

Travel Report

DATE	PV #	NAME	PLACE	COST
01-28-00	751	Martha Hartzog	Job Fair	\$198.39
10-21-99	397	Patricia Powell	Testing	\$60.76
04-28-00	1059	Martha Hartzog	Job Fair	\$231.50
08-30-99	186	Tom Hall	SPB Meeting	\$186.89
09-14-99	269	Tom Hall	SPB Meeting	\$192.02
10-26-00	425	Tom Hall	SPB Meeting	\$188.08
12-07-99	604	Tom Hall	SPB Meeting	\$189.10
12-22-99	662	Tom Hall	SPB Meeting	\$218.83
02-07-00	784	Tom Hall	SPB Meeting	\$192.53
02-22-00	820	Tom Hall	SPB Meeting	\$193.03
03-21-00	927	Tom Hall	SPB Meeting	\$173.88
04-28-00	1060	Tom Hall	SPB Meeting	\$192.53
05-15-00	1129	Tom Hall	SPB Meeting	\$202.10
06-20-00	1244	Tom Hall	SPB Meeting	\$173.88
10-21-99	395	Joanna Hall	MAGPA Conference	\$216.46
11-08-99	490	Joanna Hall	CPM Conference	\$339.24
05-08-00	1090	Joanna Hall	PERS Conference	\$382.45
05-31-00	1169	Joanna Hall	SEDI	\$84.50
07-29-99	48	Johnny Johnson	SPB Meeting	\$157.77
08-30-99	187	Johnny Johnson	SPB Meeting	\$171.20
09-14-99	268	Johnny Johnson	SPB Meeting	\$174.84
10-26-99	424	Johnny Johnson	SPB Meeting	\$175.92
12-07-99	603	Johnny Johnson	SPB Meeting	\$91.14

Travel Report

DATE	PV #	NAME	PLACE	COST
12-22-99	664	Johnny Johnson	SPB Meeting	\$183.48
02-07-00	785	Johnny Johnson	SPB Meeting	\$162.18
02-22-00	821	Johnny Johnson	SPB Meeting	\$180.33
04-28-00	1061	Johnny Johnson	SPB Meeting	\$162.18
05-15-00	1127	Johnny Johnson	SPB Meeting	\$180.33
06-20-00	1243	Johnny Johnson	SPB Meeting	\$181.03
08-12-99	117	Jenny Taylor	Test Administration	\$160.95
07-27-99	40	Peggy Williams	Court Admin. Conference	\$1,289.51
04-17-00	1016	Peggy Williams	Forum	\$193.38
05-01-00	1067	Peggy Williams	Conference	\$150.56
06-20-00	1251	Peggy Williams	Public Forum	\$68.25
10-08-99	372	Della Lockhart	Job Fair	\$322.67
02-14-00	807	Della Lockhart	Job Fair	\$207.38
03-15-00	905	Michael Chandler	DMR Visit	\$182.30
03-23-00	944	Michael Chandler	DMR Visit	\$302.50
08-11-99	104	Hollis Baugh	Test Administration	\$60.14
08-12-99	110	Hollis Baugh.	NASPE	\$7.50
08-19-99	143	Hollis Baugh.	NASPE	\$578.91
03-10-00	899	Stephen W. Skinner	Organization Study	\$402.51
03-27-00	948	Stephen W. Skinner	Organization Study	\$445.20
09-10-99	258	William H. Smith, III	Hearing/Board Meeting	\$153.76
11-24-99	534	William H. Smith, III	Hearing	\$248.00
03-08-00	885	William H. Smith, III	Hearing/Board Meeting	\$59.80

Travel Report

DATE	PV #	NAME	PLACE	COST
04-21-00	1035	William H. Smith, III	Hearings	\$181.35
10-21-99	396	John Frazier, Jr.	MAGPA Conference	\$380.70
07-29-99	51	Kemper Ehrhardt	SPB Meeting	\$27.28
08-30-99	188	Kemper Ehrhardt	SPB Meeting	\$27.28
09-30-99	315	Kemper Ehrhardt	SPB Meeting	\$104.71
10-26-99	423	Kemper Ehrhardt	SPB Meeting	\$27.28
12-07-99	602	Kemper Ehrhardt	SPB Meeting	\$27.28
12-22-99	665	Kemper Ehrhardt	SPB Meeting	\$27.28
02-22-00	822	Kemper Ehrhardt	SPB Meeting	\$28.60
03-21-00	928	Kemper Ehrhardt	SPB Meeting	\$28.60
05-15-00	1130	Kemper Ehrhardt	SPB Meeting	\$28.60
06-20-00	1245	Kemper Ehrhardt	SPB Meeting	\$28.60
08-10-99	98	Falton Mason, Jr.	Hearing	\$95.48
09-07-99	220	Falton Mason, Jr.	Hearing	\$202.25
10-15-99	381	Falton Mason, Jr.	Hearing/Board Meeting	\$159.96
11-12-99	498	Falton Mason, Jr.	Hearing	\$439.49
12-08-99	609	Falton Mason, Jr.	Hearing	\$852.23
01-11-00	710	Falton Mason, Jr.	Hearing/Board Meeting	\$210.18
02-08-00	786	Falton Mason, Jr.	Hearing	\$54.87
03-07-00	868	Falton Mason, Jr.	Hearing	\$305.21
04-11-00	994	Falton Mason, Jr.	Hearing	\$665.01
05-10-00	1106	Falton Mason, Jr.	Hearing/Board Meeting	\$462.06
06-08-00	1212	Falton Mason, Jr.	Hearing	\$232.50

Travel Report

DATE	PV #	NAME	PLACE	COST
08-12-99	110	J. K. Stringer, Jr.	NASPE	\$7.50
08-26-99	180	J. K. Stringer, Jr.	NASPE	\$677.15
11-23-99	525	J. K. Stringer, Jr.	CPM Meeting	\$187.00
12-03-99	594	J. K. Stringer, Jr.	NASPE	\$404.00
12-29-99	678	J. K. Stringer, Jr.	NASPE	\$305.82
03-07-00	881	J. K. Stringer, Jr.	NASPE	\$7.50
05-15-00	1126	J. K. Stringer, Jr.	Public Law Forum	\$54.61
05-22-00	1141	J. K. Stringer, Jr.	BSC	\$64.90
07-29-99	49	Mary Pyle	SPB Meeting	\$172.14
10-26-99	426	Mary Pyle	SPB Meeting	\$163.97
12-08-99	613	Mary Pyle	SPB Meeting	\$181.92
12-22-99	663	Mary Pyle	SPB Meeting	\$206.33
02-07-00	783	Mary Pyle	SPB Meeting	\$102.05
02-23-00	826	Mary Pyle	SPB Meeting	\$191.73
03-21-00	932	Mary Pyle	SPB Meeting	\$190.36
05-22-00	1150	Mary Pyle	SPB Meeting	\$189.40
08-12-99	110	John Mulholland	NASPE	\$7.50
08-19-99	145	John Mulholland	NASPE	\$541.72
05-30-00	1159	John Mulholland	Stennis Institute	\$139.57
02-07-99	750	Suzanne Wilder	Agency Visit	\$29.25
08-16-99	119	Randolph Dampeer	Test Administration	\$62.00
04-28-00	1063	Rebecca Baum	Law Seminar	\$242.81
08-20-99	149	Mary Lewis	MAGPA Quarterly Meeting	\$46.50

Travel Report

DATE	PV #	NAME	PLACE	COST
10-21-99	406	Mary Lewis	MAGPA Conference	\$383.86
02-22-00	823	Mary Lewis	MAGPA Quarterly Meeting	\$37.05
04-12-00	1000	Mary Lewis	MAGPA Regional Meeting	\$50.05
07-13-99	10	Paris Williams	Test Administration	\$101.06
08-12-99	114	Paris Williams	Test Administration	\$310.07
12-21-99	647	Roosevelt Daniels, II	Hearings	\$420.36
05-10-00	1107	Roosevelt Daniels, II	Hearings	\$232.70
06-29-00	1289	Roosevelt Daniels, II	Hearings	\$246.27
06-02-00	1181	Laura Simpson	Agency Tour	\$41.60
05-15-00	1115	Natalie Moore	Test Administration	\$104.00
06-05-00	1190	Natalie Moore	Test Administration	\$96.85
10-08-99	374	Melissa Saxton	Desk Audit	\$55.18
04-12-00	1002	Melissa Saxton	Agency Visit	\$162.12
09-20-99	284	Robert Young	Job Fair	\$124.62
02-24-00	837	Robert Young	Job Fair	\$108.65
04-07-00	983	Robert Young	Job Fair	\$65.00
06-29-00	1279	Robert Young	Job Fair	\$154.00
TOTAL				\$30,474.15

Travel Report

TOTAL TRAVEL	
FUND	AMOUNT
3610	\$18,837.03
3614	\$30,474.15
TOTAL	\$49,311.18